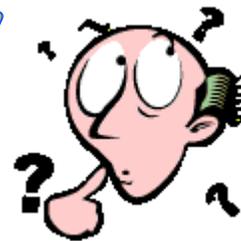


## **RMD Bulletin**

*Knowledge is power...*



# Financial Eligibility and the Client's Date of Birth is Unknown?



## **USE 2/2/22!**

The Financial Eligibility form in the Integrated Behavioral Health Information System (IBHIS) requires users to enter the client's date of birth. However, there are times when that information is not available either because the client is uncooperative and does not want to release the information or because the client is unable to provide the basic information.

When setting up the financial profile for a Jane Doe or John Doe client or any client whose date of birth is unknown, program staff should enter February 2, 1922 (2/2/22) as the client's date of birth. Using 2/2/22 as the standard date will indicate to programs and providers that the birth date was unattainable. Also, a note should be added to the admissions form indicating that actual birth date information was not available at the time of admission and/or at the time of financial screening.

**We're here to help you...**

If you have any questions or require further information, contact CBO at (213) 480-3444 or via e-mail at [RevenueManagement@dmh.lacounty.gov](mailto:RevenueManagement@dmh.lacounty.gov).